

1. SOLICITATION REQUIREMENTS (RFP)

1.1 The RFP document is comprised of the following:

- Annex A: Template UNICEF contract for Construction Works and Particular Conditions
- Annex B: Terms of References
- Annex C: Technical Proposal Forms
- Annex D: Financial Proposal Forms
- Annex E: Technical documents (Specification and Design drawings)

1.2 **Bid conference.** A bid conference will be held on [5 May 2023, time, and location to be confirmed on the Invitation to Tender letter]. Attendance at the meeting is not mandatory although strongly recommended to receive further detail on the proposal submission process. Questions at the pre-bid meeting will be limited solely to the proposal submission process and the submission requirements. Questions of a technical nature will not be answered and should be submitted in writing. Any clarifications arising from this conference will be circulated to all Bidders in writing by email.

1.3 **Site visit:** Bidders must visit the sites they are interested in prior submitting their offers to get familiar with site conditions that may affect their Proposals. UNICEF will organize joint visits to a sample of schools which are representative of the type of work and the geographical distribution of the project. Date and time and location of the joint visits will be confirmed at the Bid Conference. Bidders are expected to make their own arrangements to visit the site and at their own expense. UNICEF shall accept no excuse or claim whatever from the Selected Contractor for not knowing or being able to properly evaluate the site's condition and assess the equipment, local material, local labour, etc. requirements for the Works to be carried out. Questions should be submitted in writing to UNICEF in accordance with instruction provided under the RFP.

1.4 **Rights of inspecting Bidders' premises, warehouses, and projects.** Bidders will allow UNICEF, either itself or through a designated entity, to have access to the company premises, projects, and workshops, at all reasonable times. Bidders will provide reasonable assistance to UNICEF for such appraisals, including copies of any documentation (including, but not limited to, test results or quality control reports) as may be necessary. The inspection may be carried out in conjunction with the appropriate national authority. Failure to do so may result in the rejection of the Proposal.

1.5 Information to be submitted in the Financial Proposal (ANNEX D):

- Financial Proposal Letter (Form 12)
- Summary of Financial Proposal (Form 13)
- Completed Bill of Quantities (Form 14)

1.6 RFP Response Format:

- Bidders shall submit both soft and hard copies as follows:
 - a. Soft copies by email: proposals must be sent in 2 separate emails (one for technical and one for financial).

To note that shared links are acceptable to upload large sized folders and documents provided the links shared have **no expiry date**.
 - b. Hard copies delivered to UNICEF office in No.2 separate and sealed envelopes marked with RFP number:
 - Technical proposal: No.3 CDs.
 - Financial proposal: No.1 CD plus No.1 stamped hardcopy. The CD should include proposal in both Excel and PDF format, the PDF format should be stamp

Request for Proposal for the Rehabilitation of 96 Public Schools in Lebanon

1.0 BACKGROUND

1.1 UNICEF Lebanon is supporting the Ministry of Education and Higher Education (MEHE) in its effort to improve access to formal education. To that aim the rehabilitation of public schools has the objective to improve the learning environment making schools safer and more inclusive, and to increase student's enrolment, including for children with physical impairments. There is strong evidence that high-quality infrastructure facilitates better instruction, improves student outcomes, and reduces dropout rates.

Public Education Infrastructure in Lebanon has been deteriorating since the start of the Lebanese Civil War in 1975 and it was hit aggressively during the 2006 Lebanon War. Also, the multiple crises – high refugee caseload, socio-economic downturn, political turmoil, the COVID outbreak, and the Beirut Blast – have significantly undermined vulnerable communities' access to education, basic services, nutritional needs, livelihoods opportunities with significant impact on social cohesion and psychological well-being. As a result, the infrastructure of public schools remains far behind the standards needed to ensure adequate, safe, and conducive learning environments for all children in Lebanon.

1.2 To that aim, UNICEF Lebanon will rehabilitate 96 public schools in several districts of Lebanon as detailed in a Scope of the Work below.

1.3 This Project is expected to benefit about 41,500 children with adequate educational and sanitation facilities.

2.0 DEFINITION

2.0 "Bidder" means a company who submits a proposal in response to a tender process.

2.1 "Contractor" or the Successful Bidder means the person/construction company whose tender has been accepted and awarded letter of Acceptance followed by a Contract.

2.2 "Defect Liability Period" (DLP) is a set period of time after a construction project has been completed during which a contractor has the right to return to the site to remedy defect. The period is stated in the Particular Conditions of the Contract.

2.3 "Deliverables" means the work product, document and/or other output of Works required by the Specification to be delivered by the Contractor as part of Works.

2.4 "Final Completion" means that all Defects and incomplete work that have become apparent prior to the end of the latest Defects Liability Period have been remedied and completed by the Contractor.

2.5 "Shop drawings" means the set of drawings produced by the contractors or suppliers to explain the fabrication and/or installation of all the components of a structure to the manufacturer.

2.6 "Substantial Completion" means that the Works have been completed in accordance with this Contract, are free from Defects and can be effectively used for the purpose for which they are intended, and that UNICEF considers that the Works are satisfactory and are in accordance with the Contract.

2.7 "Rehabilitation" means the repair, renovation, alteration or reconstruction of a building, or part of a building or structure. These works will vary based on the specific needs of each building.

2.8 "Retention" means a percentage that shall be deducted from any sum, or "Retention Bond " i.e. Defect Liability Guarantee as per clause 10.5 of the Contract for Construction Works.

- 2.9 “Retrofitting” refers to the process of upgrading or modifying existing structures, systems, or equipment to ensure structural integrity or to improve their performance or make them more energy efficient. Retrofitting of structural members aims at regaining the strength of deteriorated structural elements to stabilize the current structure of buildings.
- 2.10 “Structural integrity” means the ability of a structure to withstand its intended loading without failing due to fracture, deformation, or fatigue.
- 2.11 “Technical Inspection” means an inspection of the Works to identify any outstanding defects and incomplete works, carried out by the Engineer in the presence of UNICEF (at UNICEF’s discretion), the Contractor and (if UNICEF notifies the Contractor that their attendance is required) the Representative of the Beneficiary and/or the Host Government.
- 2.12 UNICEF’s Representative means the Engineer (as per Contract for Construction Works attached) or Engineering Firm appointed by UNICEF to administer the contract as identified in the Particular Conditions of Contract.
- 2.13 “Works” means the works to be carried out and completed by the contractor under the signed contract.

3.0 SCOPE OF WORK

3.1 Objective:

The objective of these Terms of Reference is to guide a bidding exercise to identify suitable Contractors to execute the Works described below within the agreed quality, budget and timeline. The general aim of the Project is to improve access to quality education in the schools and locations listed below.

3.2 Nature of works and location:

This Project includes the rehabilitation of existing 96 public schools distributed among all eight Governorates of Lebanon (refer to section 9.0 here below), with a focus on the following components:

- Improving the overall building conditions (indoor and outdoor), to remove possible hazards and ensure a safer school for children.
- Improving the WASH facilities to meet national and international standards and promoting a healthier environment for children, including safer management of water supply and sanitation facilities, where possible.
- Increasing accessibility and equality to ensure a gender-equal and inclusive learning environment, including for people with disabilities.
- Increasing sustainability and energy efficiency to reduce fuel utilization and maintenance costs through the installation of PV systems, upgrading of the electrical system and improving roofs and walls waterproofing performance, etc.

The Works will be implemented as per timeframe indicated in section 4.0, and they will be divided into phases as follows:

- A. Civil Structural and Architectural Works
- B. Mechanical Engineering Works
- C. Electrical Engineering Works

The scope of work will include, but not limited to the following:

A. Civil Structural and Architectural Works:

- Site Preparation: Demolition and removal of debris to allocated places

- External works: Excavation and backfilling, in addition to all earthwork as described in the Tender documents
- Concrete works: Concrete Works where needed and as specified in tender documents (Cast in Place Concrete, and Concrete Toppings...)
- Masonry: Walls and partitions
- Metalwork: Security doors and windows, Steel burglar proof, louvres, handrail, ladders, etc.
- Aluminum: doors and windows
- Woodworks: Joinery as specified in tender documents with all related Hardware, ironmongery, accessories, besides Rough Carpentry for grounds, blocking, framing, counters, Cabinets, doors, etc.
- Thermal and moisture protection: Bituminous waterproofing membranes, Liquid Bituminous, etc.
- Finishes: plastering, Tiling, wall painting, etc.
- Convey equipment: Lift.
- WASH Facilities with all related Accessories (Toilet's areas...etc.)
- Water treatment system with all related accessories for potable water. The water treatment system will be installed based on the water tests according to LIBNOR standards.
- Sustainable items such as Solar energy.

B. Mechanical Engineering Works:

- Drainage
- Pipework and Piped Systems
- Sanitary Fixtures

C. Electrical Engineering Works:

- Distribution Boards
- Cables and wires
- Wiring Devices
- Lighting installation and Fittings

The rehabilitation works will not involve structural retrofitting. However, if during the execution of the works, the Contractor believes the building's structural integrity is at risk, he/she shall promptly inform UNICEF. Any structural assessment and/or test fee not included in the scope of work agreed in the contract shall be considered as a variation order as per clause 9 of the Contract for Construction Works attached to this RFP.

The Works will be deemed completed and handed over to UNICEF and MEHE after Substantial Completion Certification issued by a Technical Inspection Committee composed by UNICEF, UNICEF's Representative and MEHE.

The Technical Inspection Committee will be also responsible for issuing the Final Completion Certificate at the end of the defect liability period (DLP) as per clause 6 of the Contract for Construction Works attached to this RFP.

3.3 Organization of project into phases:

Within the new 5-Year General Education Plan, MEHE has now set a target to rehabilitate schools, such that by the end of 2025, more than 95% of schools would have adequate premises. UNICEF continues to support MEHE's efforts to ensure access to safe, healthy, and conducive learning environments for children, through the school rehabilitation project. Since 2015, MEHE reported that 433 schools have been rehabilitated in line with its national guidelines, i.e., the Effective School Profile standards (ESP) in partnership with UNICEF and other agencies. Through its partnership with UNICEF, a total of 217 out of the 433 public schools have been rehabilitated and 26 are under rehabilitation across all governorates of Lebanon.

This project is part of MEHE five- year Plan aiming to rehabilitate 96 public schools. The 96 schools that are under UNICEF ongoing rehabilitation project were divided among three consultancy firms, who prepared the design and tender documents that were approved by the Ministry of Education and Higher Education.

3.4 Division of project into lots:

The Project is geographically divided into 17 lots. The detailed list of schools and lots is included in section 8.0 Project Location.

3.5 Management of lots: The Potential Bidder is eligible to submit bids to as many lots as they want based on their capacity, qualifications, experience, and business objectives. UNICEF reserves the right to award multiple lots to one or more Contractors based on their technical and financial merits, and to the Contract distribution option that is in UNICEF’s best interest. The recommendation for the award of each lot will be based on the **best value for money principle**.

3.6 General specifications: The Works will be carried out in accordance with the Drawings, Bill of Quantities and Technical Specifications provided under Annex E: Technical Documents and in accordance with all construction standards applicable in Lebanon.

3.7 Greening and accessibility: All construction and rehabilitation works implemented directly or indirectly by UNICEF shall be in line with the Organization’s commitments towards Accessible Buildings and achieving Climate Neutrality by 2020, as per [PROCEDURE/DFAM/2020/001](#) on Eco-efficiency and Inclusive Access in UNICEF Premises and Operations, [CF/EXD/2017-004](#) on Accessibility in UNICEF’s Programme-Related Construction, and Decision Memo: UNICEF Climate Neutral Strategy, 26 May 2015.

4.0 EXPECTED DELIVERABLES AND TIMEFRAME

4.1 The timely completion of these construction Works is of utmost importance for UNICEF.

4.2 The Intended Substantial Completion Date should be no later than **eight (8) calendar months** from the **Start Date**. Upon UNICEF’s acceptance of Works at Substantial Completion and signature of the minutes of substantial handover, the Certificate of Substantial Completion will be issued.

4.3 The Defects Liability Period is **twelve (12) calendar months** counted as from the date of the Certificate of Substantial Completion. Upon UNICEF’s acceptance of Works at Final Completion, the Certificate of Final Completion will be issued, and the Contract will be closed upon issuing of final payment.

4.4 UNICEF will issue partial and final payments upon satisfactory completion of each Deliverable.

Table 1: Deliverables and Timeframe

#	Deliverables	Timeframe
Mobilization Phase		
1	a) Performance Guarantee. b) Evidence of Insurances.	Within 15 calendar days after contract signature
2	Submission of the following updated documents reviewed and approved by UNICEF and/or UNICEF’s Representative: a) Project timeline (per school and lot) b) Temporary evacuation plan of school/classrooms (where/when students will be temporary moved) c) Method Statements, including risks’ assessment and risks management d) QA/QC plan	Within 20 calendar days after contract signature

	e) H&S plan f) (ESMP) Environmental and Social Management Plan based on UNICEF (SESN) Social and Environmental Screening Note	
3	a) Installation of the site office/facilities and temporary services (as per agreed plan) b) Supply and installation of the signages and project board at the entrance of the site with all necessary arrangement and accessories.	Upon submitting the performance guarantee and Insurances. And no later than the end of 1 st month
Implementation Phase		
4	Submission of all necessary documents such as Purchase orders inspection certificates, shop drawings, material submittals, updated timeline and progress reports, etc... for UNICEF representative approval and monitoring.	Based on the approved timeline
5	Submission of Interim Payment request	In line with the payment schedule
6	Inspection before the Substantial Completion Certification: a) Site inspection reports. b) Inspection report including snag-list	a) end of 6 th month b) End of 7 th month
7	Substantial Completion: a) Testing & Commissioning reports (for the equipment installed). b) As-built drawings, with all dimensions and hardware specifications, editable version in AutoCAD and PDF c) Operation and maintenance (O&M) manual for the building and equipment's and preventive manual checklist. d) Warranties e) Delivery of training modules for users on the basic O&M requirements and procedures.	Upon minutes of substantial handover signature and one-month prior contract end date.
8	a) Submit a request to release the performance guarantee. b) Submit retention bond of 10% of total contract value.	Upon issuance of substantial completion certificate
9	Final Completion Certificate (at the end of the DLP). The contractor shall remedy any defect and provide all necessary documents to UNICEF representative for contract closure.	12 months after substantial completion

5.0 ELIGIBILITY AND QUALIFICATION

- 5.1 Bidders shall provide all the information and documentation requested in this section with its Proposal. Failure to submit the information below will disqualify the Potential Bidder.
- 5.2 **Bidders intending to compete for multiple lots, shall submit separate proposal for each lot.**
- 5.3 **Mandatory Documents:**

To proceed with the Technical Evaluation, Bidders shall submit the following mandatory original legal documents valid at the time of submission (No points – pre-qualifying criteria). **Failure to provide any of these documents shall disqualify the Bidder from further evaluation.**

The mandatory documents shall be issued no longer than 3 months except for Quittance of Social Security Fund that is issued on yearly basis.

- Certificate of non-bankruptcy and no liens (شهادة عدم إفلاس) issued by the court (محكمة الإفلاس).
- Certificate of non-liquidation (شهادة عدم وجود تصفية قضائية) issued by the court (المحكمة الابتدائية) (الأولى التجارية).
- Statement of occurrences issued by the commercial register (إفادة وقوعات صادرة عن أمانة السجل) (التجاري).
- Power of attorney of the signatory.
- Certificate of registration of the Company issued by the Ministry of Finance (شهادة تسجيل الشركة) (الصادرة عن وزارة المالية).
- Certificate of VAT registration, whether subject to VAT or not.
- Quittance of Social Security Fund valid for the whole duration of tender validity (براءة ذمة من (الصندوق الوطني للضمان الإجتماعي).
- Complete bidding documents initialed on all pages.
- Annex C - Form 3: Technical Proposal Submission

5.4 **Value added:**

- Registration Certificate from the Lebanese Order of Public Works and Buildings Contractors valid for the whole duration of tender.
- Valid Certificate of quittance from the Lebanese Order of Public Works and Buildings Contractors.

Bidders who successfully submitted the original mandatory documents will be considered for the technical evaluation.

The Potential Bidder must provide sufficient information in their Proposal to demonstrate compliance with the requirements defined by UNICEF.

The forms listed below, under (Annex C) shall be filled in by potential bidders and submitted with their proposals.

- Technical Proposal Submission (Form 3)
- Technical Proposal Letter (Form 4)
- Potential Bidder General Information (Form 5)
- Potential Bidder's Contact Details (Form 6)
- List of Proposed Key Personnel (Form 7)
- List of Machine and Equipment (Form 8)
- Works in Hand and their Financial Values (Form 9)
- Works completed and their Financial Values (Form 10)
- Litigations (Form 11)

5.5 **The technical proposal will be constituted by the following documentation:**

- **Method Statement per each lot:** Bidders shall submit the detailed method statement per lot describing bidders' approach to the project, i.e., site arrangement, work sequencing, including the how they are planning to implement the rehabilitation works if work take place during the scholastic year, deployment of resources for parallel activities, coordination between different work trades to avoid delays, progress reporting and proposed measures on site to avoid delays.

The method statements shall also include the risks' assessment and risks management plan, including environmental risks and grievance mechanism during the execution of the works and DLP.

- **Detailed project implementation program and proposed timeline:** Bidders shall submit the work activities should be further broken down to sufficient level of detail, identifying critical path(s) and appropriate schedule compression techniques should be proposed i.e., fast tracking and/or crashing where required to meet the project time lines (6 months for implementation and 2 months for snag list, handover, and project closure). The proposed work program shall include the time lag for material procurement and submittal approvals.
- **Bidder's experience:** Bidders shall submit the list of similar completed projects (*Form 10*) (in type and value of works) within the past seven years, i.e.: school rehabilitation or construction. In addition to *projects that are in hand along with financial values (Form 9)* The following compulsory details must be included for each project:
 - Project details such as what was the project, which elements of works and services were performed by the Bidder
 - Project value, at contract signature and at the project completion
 - Time for completion, mentioning any delays from contract completion date
 - Completion certificate (if project already completed)
 - Name and valid contact details of Client and Supervision Consultant including phone numbers
 - Pictures (before and after construction)
 - Reference letters to be provided
- **Resources and Equipment:**
 - a. **Technical Company Profile as per below table:**
 - Key staff organogram showing organization of the proposed site and back-office staff + Available equipment & plant.
 - *Form 7 (List of Proposed Key Personnel)*
 - *Form 8 (List of Machine and Equipment)*
 - Detailed CVs of each proposed staff, including Project Manager, Site engineer, Mechanical Engineer, Electrical Engineer, QA/QC & H&S Engineer, and foreman.

#	Position	Total Work Experience in construction / related area (years)
1	Project Manager	Must have a Diploma/Bachelor of Science in Architecture, Engineering with Construction Management experience. Minimum requirements: <ul style="list-style-type: none"> – 15 years of professional experience in the areas of engineering (design and supervision) – 10 years professional experience in the management of similar projects – Experience in management and strong leadership and communication skills
2	Site Engineer (Architect/ Civil Engineer)	Total experience 7 years: <ul style="list-style-type: none"> – Designing and implementing similar construction/rehabilitation projects
3	Mechanical Engineer + Electrical Engineers	Total experience 7 years: <ul style="list-style-type: none"> – Designing and implementing similar construction/rehabilitation projects
4	QC Engineer	Total experience 5 years: <ul style="list-style-type: none"> – Experience in similar construction/rehabilitation projects
5	H&S Engineer	Total experience 3 years: <ul style="list-style-type: none"> – Experience in similar construction/rehabilitation projects

6	Foreman	<p>Total experience 7 years as he occupies the first supervisory tier, ranking above workers but below managers.</p> <ul style="list-style-type: none"> – Knows and Understands: Project safety programs, Employment standards, and how to read plans – Experience in supervising similar projects
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- b. **Proposed Sub-Contractors:** The Bidder shall provide a list of proposed sub-Contractors, if any, or otherwise state clearly that the contractor will solely rely on in-house capacity. The profile of proposed sub-Contractor(s) must be included for Client’s review showing a track record of successful completion of recent experience on similar projects.
- c. **Specialist Suppliers:** The Bidder shall provide a list of Specialist material suppliers proposed for the procurement of materials for the project along with company profile.
- **Quality Assurance/Control (QA/QC), Health & Safety (H&S), and Social and Environmental impact analysis.**
 - a. The Bidder shall submit a detailed account of the QA and QC regime they plan to implement on the project including details of all related site procedures such as material submittals and testing requirements. The proposal should be strictly specific to this project and generic statements must be avoided. ISO 9001 certificate shall be provided.
 - b. The Bidder shall provide a detailed statement of H&S procedures to be implemented on site to eradicate (where possible) or reduce the probability of occurrences of site accidents, procedure to be in place in case of accidents on site and person responsible for Health and Safety arrangements on site. The procedures should be specific to this project and precisely mention all the arrangements that the Bidder is proposing to implement on site including the COVID-19 precautionary measures. Generic statements must be avoided.
 - c. The Bidder shall provide a proposed approach to mitigate negative social and environmental impact on local community by the Project (such as complain mechanism for community and contractors labor, etc.).

5.6 Errors in the Proposals:

- Bidders are expected to examine all instructions and documentation of the RFP. Failure to do so will be at Bidders’ own risk. In case of errors in the extension price, the unit price shall govern.
- In the event of any discrepancy between the copies of the Proposals, the original shall govern. The original and each copy of the Technical and Financial Proposal shall be prepared in indelible ink and shall be signed by the authorized Contractor’s.
- The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initialed by the person or persons signing the Proposal.

6.0 EVALUATION PROCESS AND METHOD

6.1 Following closure of the RFP, Technical Proposals will be evaluated by the evaluation team. The evaluation will be restricted to the contents of the Technical Proposals and the reference checks.

6.2 UNICEF will first evaluate the completeness and responsiveness of Proposals in relation to:

- The sealed double envelope and/or separate emails system is followed (Technical Proposal and Financial Proposal are submitted in separate sealed envelopes each).
- Submission of all documents requested in Section 5.2 and all information requested in Section 5.3.

- The Technical Proposal letter is duly signed (Form 4)
- 6.3 Proposals that fail to comply with the above will be disqualified and will not be given further consideration.
- 6.4 UNICEF will then evaluate the technical merits of each Technical Proposal using the rating system in **Table 2** below.
- 6.5 A maximum of **70 points** will be assigned to the Technical Proposals. Technical Proposals receiving **50 points** or higher will be considered technically responsive. Non-technically compliant and non-responsive Proposals will not be given further consideration.
- 6.6 UNICEF will evaluate the Financial Proposals of those RFPs the bids that pass the technical evaluation. The total number of points allocated for the Financial Proposal is **30 points**. The maximum number of points will be allocated to the Proposal with the lowest price. All other Price Proposals shall receive points in inverse proportion to the lowest price.
- 6.7 The recommendation for the award of each lot will be based on the best value for money principle. The Proposal obtaining the highest cumulative score (Technical + Financial) will be recommended for the award.

Table 2 Evaluation Criteria

CRITERIA	MAXIMUM POINTS
Technical Evaluation	70
1. Method Statement per each lot A detailed method statement per lot describing bidders' approach to the project.	(Max 15)
2. Detailed project implementation program/proposed timeline. The proposed work program shall meet the project timeline (6 months for implementation and 2 months for snag list, handover, and project closure). And including the time lag for material procurement and submittal approvals.	(Max 10)
3. Bidder's experience A list of similar completed projects (Form 10) (in type and value of works) within the past seven (7) years, i.e.: school rehabilitation or construction. In addition to projects that are in hand along with their financial value (Form 9). (3 points per similar project up to max 15)	(Max 15)
4. Resources and Equipment – Technical Company Profile: Key staff organogram; Available equipment & plant, Detailed CVs of each proposed staff. (Forms 8 & 7) (14 points) – Proposed Sub-Contractors (2 points) – Specialist Suppliers: (2 points)	(Max 18)
5. Quality Assurance/Control (QA/QC), Health & Safety (H&S), and Social and Environmental Impact Analysis – A detailed account of the QA and QC regime that they plan to implement for this project. ISO 9001 certificate shall be provided. (06 points) – A detailed statement of H&S procedures to be implemented on site. (06 points) – Proposed approach to mitigate Social and Environmental Impact	(Max 12)
Financial Evaluation	30
6. Price	
TOTAL MARK (Technical + Financial points)	100

7.0 PROJECT MANAGEMENT

7.1 Project Management and Coordination

- UNICEF will oversee the Works and the administration of the Contract, including the certification of payments through an appointed Project Management, or any other competent person, entity or firm appointed by UNICEF and notified to the Selected Contractor, to act in replacement of the Project Manager.
- UNICEF will supervise and inspect the Works during its execution through its Project Manager, or its Representative. The Project Manager, or its Representative, will provide instructions and clarify technical queries during the execution of Works in consultation with UNICEF.
- UNICEF, through its Project Manager or its Representative, will regularly check the progress of Works and notify the Selected Contractor of any defects that are found. Such checking shall not affect the Selected Contractor's responsibilities.
- Works will be handed over in accordance with the clause 6 of the of the Contract for Construction Works attached to this RFP.
- In case of systems and equipment installation, Contractors shall comply with clause 7 to 4of the Contract for Construction Works attached to this RFP.
- If the Selected Contractor has not corrected a defect within the time agreed with UNICEF's Project Manager or its Representative, the Selected Contractor will be liable for Liquidated Damages.
- Communications between parties shall be valid only when in writing. Notice shall be valid only when it is delivered.
- Before the commencement of the works, the Contractors shall submit to UNICEF the following documents for revision and approval before the commencement of the works:
 - a) Method Statement reviewed and approved by UNICEF's Representative for each separate school and for the whole schools that are within the same lot as one entity.
 - b) Temporary evacuation plan of school/classrooms (where/when students will be temporary moved) and safety measure for students and teachers. The plan shall be previously discussed and agreed with the school' principals and UNICEF's Representative.
 - c) The Contractor's site layout plan reviewed and approved by UNICEF's Representative. This should include site facilities, access entrances and security, pedestrian routes (for teachers and students), waste management, off-loading, storage areas, signage, temporary services (including power, water distribution, drainage, IT, site security, temporary works, etc.). The site layout plan shall also be shared with the schools' principals for inputs.
 - d) Project timeline (per school and lot) reviewed and approved by UNICEF's Representative. This will be updated based on actual progress or as and when required by the UNICEF's Representative.
 - e) The list of project material available in the local market reviewed and approved by UNICEF's Representative. The Contractor will be responsible to obtain all project material in due time, even when imported, and without causing any delay to the project implementation. The Contractor shall obtain UNICEF's Representative approval for material submittals.
 - f) In case of rented schools, the Owners' Acknowledgment Form (Form 2) to be signed by buildings' owner/s and certified by a notary.
- During the execution of the works, the Contractors shall submit to UNICEF for revision and approval the followings:

- a) Hard and soft copies of the detailed shop-drawings reviewed by UNICEF’s Representative. The shop-drawings shall indicate all dimensions and hardware specification. A hard copy of the approved shop-drawings must be always available at the building site.
- b) Tests as specified in tender document at contractor own costs and as UNICEF’s Representative request.
- The Contractor is responsible to supply and install all required temporary/permanent site boards for visibility and safety including necessary arrangement and accessories.
- The selected Contractor shall coordinate with the school principals on the followings:
 - a. Temporary evacuation of classrooms or schools.
 - b. In case the Works are executed during school hours:
 - the health & safety measures to implement, i.e. safe access to the school and classrooms, level of noise during learning activities, work area to be cordoned, etc. **The safety of children always has precedence over all other considerations.**
 - Sanitation facilities that will remain functional for students and teachers during the works.
- In coordination with the UNICEF’s Representative, the Contractor shall present the project program to the school principal (and/or the school community) before the site installation. The presentation should include the overall scope of work, the works duration, the site layout plan, the Health & Safety plan, and safe access to the, and within the school, grievance mechanisms, etc.
- The selected Contractor shall ensure the implementation of the Environmental Social Management Plan, if any, including the safe management of site waste and wastewater drainage, i.e. the contractor should identify a landfill (dumping) site for the waste disposal approved by the relevant Municipality and by the Ministry of Environment. The approval should be provided to UNICEF’s Representative prior to any dumping of materials together with the record of ‘dumping’.

7.2 Management Meetings

- Either UNICEF’s Project Manager, its Representative or the Selected Contractor may require the others to attend a management meeting. The business of a management meeting shall be to review the plans for remaining Works and to deal with matters raised under the procedure for “Delays and Extension of time” sets out under UNICEF Contract for Construction.
- UNICEF’s Project Manager or its Representative shall record the meetings and provide copies of the record to those attending the meeting and to UNICEF, including action points and responsible for each action point.

7.3 Reporting Requirements

All reports shall be in English language. The selected Contractor(s) will be required to satisfy the following reporting requirements:

1. **Progress Schedule:** If otherwise stated in the RPFs, the Contractor shall submit on soft copy a bi-weekly progress schedule of the sequence of the works and the dates by which the Contractor proposes to complete the various phases of the work. One hard copy of the progress schedule shall be always kept on site. No changes shall be made to the progress schedule without the written approval of UNICEF and/or UNICEF’s Representative.
2. **Monthly Report and final Report:**
 - The Contractor/s shall submit all necessary documents such as purchase orders, inspection certificates and progress reports, etc., for the UNICEF’s Consultant’s approval and monitoring.
 - The Contractor/s shall submit all As-built Drawings in AutoCAD version -with all basic dimensions, sections, and details to scale – signed as soft and hard copies and operating

and maintenance manuals to the UNICEF's consultant prior to signature of minutes of substantial handover.

7.4 Insurances, Guarantees and Liquidated Damages:

The Contractor shall provide UNICEF with satisfactory evidence of the insurances required under this Contract within 15 calendar days from the contract signature and prior to start of work on site. The Contractor shall comply with the insurance requirements specified in the Contract for Construction Works clause 12. Insurances shall include:

- Contractor's All Risk Insurance (refer to Insurance for the Works and Contractor's Equipment, clause 12.2): The Contractor shall provide and maintain a Contractor's All Risk Insurance covering all the works, plants, and materials on site. This insurance shall provide a cover until end of defect liability period. The Contractor shall insure the UNICEF supplied equipment, works, together with materials and plants for incorporation in the Works, to the full replacement cost during the time this is in the care of the Contractor.
- Public/Third Party Liability Insurance (refer to Insurance against Injury to Persons and Damage to Property, clause 12.3): The Contractor shall maintain public or third-party liability insurance covering any claims for death or bodily injury or loss of or damage to the property, arising from or in connection with the provisions of works under this contract. The third-party liability shall provide coverage up to US\$ 250,000.
- Employer's Liability Insurance (or Contractor's Worker's Compensation) (refer to Insurance for Personnel, clause 12.4): This insurance shall cover all of Contractor's personnel working on site with respect to claims for death, bodily injury or damage to property arising from the execution of contract. The Employer's liability shall be up to US\$200,000 or as per the national law applicable in the country if that exceeds US\$200,000. This insurance shall also cover all sub-Contractors.
- Performance Guarantee: The successful bidder shall provide, no later than 15 calendar days after the contract signature, a performance guarantee of the amount stated in Annex A - Particular Conditions and in the form specified in the Contract for Construction Works clause 4.8. If the successful bidder fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the bidder which has submitted the next competitive offer.
- Retention: A retention percentage will be retained from any interim payment as indicated in Annex A - Particular Conditions. Following issue of the Certificate of Substantial Completion, the Retention might be paid to the Contractor upon submission of a retention bond in the form specified in the Contract for Construction Works clause 10.5 and (Form 1).
- The Contractor/s shall submit to UNICEF, prior to final payment, the Defect Liability bank Guarantee (Retention Bond) of the value equal to 10% of the contract. This bank guarantee will be released back to the contractor upon signing the minutes of final handover with the MEHE after twelve months - the Defects Liability Period of the project.

7.5 Payment Certificates

- The Bill of Quantities is used to calculate the Contract Price for each Deliverable. The Selected Contractor will be paid for each deliverable accepted by UNICEF and following the price to each Deliverable agreed in the Contract.
- UNICEF will certify acceptance of partial, substantial, and final Works through its Project Management, or its. No payments will be processed prior to a written certificate of its satisfactory acceptance. Payments will be issued within a period defined in the Contract and following UNICEF's procedures.
- Interim Payment Request to be submitted to UNICEF who, in turn, will review, verify and certify the invoice to process the payment.
- The Contractor shall submit UNICEF's Representative an account statement of the amount that the Contractor considers payable under the Contract's payment method with all details and supporting

documents. UNICEF’s Representative shall certify any payment that is due to the Contractor within 10 days of receiving the Contractor’s account if it is correct and complete, if it is not the UNICEF’s Representative shall issue a schedule that states the scope of the corrections. Noting that payments should be related to the installed materials and ready to use of the works under construction.

7.6 Terms of Payment

I.	<u>First payment, (5% of the total amount of the contract) upon mobilization and works commencement, to be certified by the UNICEF consultant;</u>
II.	<u>15% of the total contract value upon completion of works equivalent to 20% of the contract value;</u>
III.	<u>15% of the total contract value upon completion of works equivalent to 35% of the contract value;</u>
IV.	<u>15% of the total contract value upon completion of works equivalent to 50% of the contract value;</u>
V.	<u>15% of the total contract value upon completion of works equivalent to 65% of the contract value;</u>
VI.	<u>15% of the total contract value upon completion of works equivalent to 80% of the contract value;</u>
VII.	<u>20% of the total amount of the contract upon completion of 100% of the remaining works. Amount to be paid based on the contractor statement certified by UNICEF representative, and upon signature of minutes of substantial handover</u>
VIII.	<p><u>Retention 10% of total contract value</u> To be paid against unconditional <u>bank guarantee (Defects Liability guarantee/Retention Bond)</u> equal to 10% of the contract value, this bank guarantee will be released back to contractor upon final Acceptance/Handover by UNICEF & MEHE. Bank Guarantee shall be from fresh dollar account. Otherwise, UNICEF will hold the 10% until the end of the Defect Liability Period.</p>

8.0 PROJECT LOCATIONS

#	Lot	CERD	Governorate	District	School Name
1	1	31	Beirut	Beirut	Ras Beirut Mixed Secondary School (Previously Al Horj)
2		35	Beirut	Beirut	Tariq Jdide First Mixed Public School
3		48	Beirut	Beirut	Tariq Jdide New Third Mixed Intermediate Public School
4		1611	Mount Lebanon	Baabda	Haret Hreik Secondary for Girls
5		124	Mount Lebanon	Baabda	Haret Herayk Secondary public school for Boys
6	2	152	Mount Lebanon	Aley	Aramoun Secondary Public School
7		157	Mount Lebanon	Aley	Shoueifat Al Qouba Intermediate Public School for Girls
8		156	Mount Lebanon	Aley	Shoueifat Al Amrousiyeh Mixed Public School
9		158	Mount Lebanon	Aley	Ismail Aman Hassan Haydar Public School for Boys
10		288	Mount Lebanon	Aley	Al Bounia Mixed Intermediate Public School
11	3	273	Mount Lebanon	Aley	Magdal Baana Secondary Public School
12		276	Mount Lebanon	Aley	Sharon Mixed Intermediate Public School
13		236	Mount Lebanon	Baabda	Qarnayel Secondary Public School
14		329	Mount Lebanon	Chouf	Al Warhaniyeh Mixed Intermediate Public School
15		305	Mount Lebanon	Chouf	Al Moarekh Joseph Nehme Public School
16	4	98	Mount Lebanon	El Meten	Dekwaneh Mixed Intermediate Public School
17		142	Mount Lebanon	El Meten	Antelias Secondary Public School
18		150	Mount Lebanon	El Meten	Aqbet Byaqout Mixed
19		223	Mount Lebanon	El Meten	Bteghreen Mixed Secondary
20		222	Mount Lebanon	El Meten	Bteghreen Mixed Intermediate Public School
21		235	Mount Lebanon	El Meten	Liwa Jamil Lahoud Secondary
22	5	134	Mount Lebanon	Kesrwane	Sahel Alma Public Kindergarten
23		1417	Mount Lebanon	Kesrwane	Al Moayssra Secondary Public School
24		1588	Mount Lebanon	Kesrwane	Khalil Jorr Secondary Public School
25		216	Mount Lebanon	Kesrwane	Yahshoush Mixed Intermediate Public School
26		167	Mount Lebanon	Jbeil	Jbeil first mixed intermediate public school
27		191	Mount Lebanon	Jbeil	Ehmej Mixed Intermediate Public School
28	6	850	Baalbek-El Hermel	El Hermel	Jiwar El Hashish Public school
29		1427	Baalbek-El Hermel	El Hermel	El Hermel Third Intermediate Public School
30		1609	Bekaa	El Hermel	Mrah Al Ain Intermediate Public School
31		886	Baalbek-El Hermel	Baalbek	Al Fakiha Intermediate Public School
32		887	Baalbek-El Hermel	Baalbek	Ras Baalbek Secondary Public School
33		930	Baalbek-El Hermel	Baalbek	Baalbek mixed intermediate public school
34		892	Baalbek-El Hermel	Baalbek	Wadi El Safa Public School
35	7	926	Baalbek-El Hermel	Baalbek	Baalbek mixed elementary public school

36		798	Bekaa	Zahle	Hosh Al Oumara Mixed Intermediate
37		800	Bekaa	Zahle	Hosh Al Oumara Secondary
38		959	Baalbek-El Hermel	Baalbek	Sariine Al Fawqa Intermediate Public School
39		961	Baalbek-El Hermel	Baalbek	Brital first intermediate public school-english branch
40		955	Bekaa	Baalbek	El Nabi Sheet secondary
41		1367	Bekaa	Zahle	Ali El Nahri Secondary public school
42	8	1001	Bekaa	West Bekaa	Mashghara First Mixed Intermediate Public School
43		987	Bekaa	West Bekaa	Joub Jannine Mixed Public School
44		990	Bekaa	West Bekaa	Kamed El Lawz Intermediate Public School
45		995	Bekaa	West Bekaa	Ghaza secondary public school
46		1008	Bekaa	West Bekaa	Al Qaraoun Intermediate Public School
47	9	1037	Bekaa	Rachaya	Ain Ata Intermediate Public School
48		1176	Nabatieh	Hasbaya	Hasbaya Secondary Public School
49		1199	Nabatieh	Marjaayoun	Al Qlayaa Intermediate Public School
50		1201	Nabatieh	Marjaayoun	Khyam Intermediate Public School (Ali Hussein Abdallah PS)
51		1207	Nabatieh	Marjaayoun	Al Aadaisseh Mixed Intermediate Public School
52	10	1330	Nabatieh	Bent Jbeil	Ramyah Intermediate Public School
53		1449	Nabatieh	Bent Jbeil	Kafra Secondary Public School
54		1150	Nabatieh	El Nabatieh	Hassan Hamad Ghandour Intermediate PS (Formerly An Nabatiyeh Al Fawqa)
55		1154	Nabatieh	El Nabatieh	Jebshite Intermediate Public School
56		1414	Nabatieh	El Nabatieh	Al Qsaibeh Secondary Public School
57	11	1117	South	Jezzine	Jezzine Secondary Public School
58		1044	South	Saida	Angelique Saliba Mixed Public School
59		1051	South	Saida	Sidon Elementary Public School for Girls
60		1060	South	Saida	Al Qarya Intermediate Public School
61		1079	South	Saida	Qanarit Intermediate Public School
62		1063	South	Saida	Al Ghazieh Mixed Intermediate Public School
63		1068	South	Saida	Kfarmelki Intermediate Public School
64	12	1093	South	Saida	Al Saksakieh Intermediate Public School
65		1100	South	Saida	Al Babiliyeh Intermediate
66		1592	South	Saida	Ansariyeh Mixed Elementary Public School
67		1221	South	Sour	Tyre Intermediate Public School for Girls
68		1225	South	Sour	Almasaken El Shaabiah Public School
69	13	589	Akkar	Akkar	Al Bireh Mixed Public School
70		590	Akkar	Akkar	Al Bireh Secondary Public School
71		591	Akkar	Akkar	Mazraat Baldeh Mixed Public School
72		661	Akkar	Akkar	Rajam Issa Mixed Public School
73		648	Akkar	Akkar	Mashta Hasan Mixed public school
74		1618	Akkar	Akkar	Wata Mechmech the second
75	14	709	North	El Koura	Deddeh Mixed Public School

76		715	North	El Koura	Kfarhazir Public School
77		712	North	El Koura	Amioun Mixed Public School
78		766	North	El Batroun	Jran Mixed Public School
79		739	North	Bcharre	Gebran Khalil Gebran Secondary Public School - Bsharre
80		740	North	Bcharre	Bsharre Public School for Girls
81	15	687	North	Zgharta	Marh Kfarsghab Mixed Public School
82		361	North	Tripoli	Al Jadida Public School for Girls
83		395	North	Tripoli	Botros Dourah for Boys
84		386	North	Tripoli	Al Tahzibiya Public School for Girls
85		417	North	Tripoli	Lokman Mixed Public School
86	16	564	Akkar	Akkar	Barqayel Mixed Public School
87		1626	Akkar	Akkar	Berqayel_Al Qarqaf section
88		1594	Akkar	Akkar	Intermediate school of Martyr Rafik Al Hariri
89		451	North	El Minieh-Dennie	Adwa Mixed Public School
90		460	North	El Minieh-Dennie	Doc Wadeh Al Samad intermediate (Prev Bakhoun Intermediate PS Boys)
91	17	436	North	El Minieh-Dennie	El Minyeh Al Maqaleh Mixed Public School
92		455	North	El Minieh-Dennie	Deir Emar public school for Girls
93		439	North	El Minieh-Dennie	El Minyeh Blat Mixed Public School
94		1521	North	El Minieh-Dennie	Al Baddawi Second Intermediate Public School for Girls
95		1520	North	El Minieh-Dennie	Al Baddawi KG
96		456	North	El Minieh-Dennie	Deir Ammar Mixed Public Kindergarten

ANNEX A - PARTICULAR CONDITIONS (TO BE FILLED ATTACHED TO THE MODEL OF CONTRACT)

Item	Clause	Entry
Beneficiary	1.1.2	Ministry of Education and Higher Education
Completion Date	1.1.3	[State Completion Date (Calendar Day)]
Contract Price	1.1.8	[Total fee payable in Schedule of Payments]
Defects Liability Period	1.1.10	12 months from issue of the Certificate of Substantial Completion.
Engineer	1.1.14	[Name, Company]
Key Personnel	1.1.19	[Names and Positions]
Mobilization Period	1.1.20	1 month from contract signature
Site	1.1.30	[Address]
Form of Electronic Communication	1.3(a)	Email
Address for Communications: UNICEF	1.3(b)	[Address]
Address for Communications: Contractor	1.3(b)	[Address]
Address for Communications: Engineer	1.3(b)	[Address]
Language for communications	1.4	English language
Date of Access to Site	2.2	To be advised in writing by UNICEF
Inspection Period	2.4	
Contractor's Representative	4.4	[Name and position]
Value of Performance Guarantee	4.8	10 % of Contract Price
Structural Integrity Guarantee	4.14	10 years from Substantial Completion
Mobilization Period	5.1	Applies
Liquidated Damages: Amount	5.6	TBD
Liquidated Damages: Limit	5.6	10 % of the Contract Price
Operation, Maintenance and Testing	7	Does not apply
Frequency of Joint Inspection	8.1	TBD
Provisional Sums: overhead and profit	9.5	[]% for overhead and profit
Advance Payment	10.4	Does not apply
Advance Payment Repayment	10.4	Does not apply
Retention Percentage	10.5	10%
Currency	10.9	USD
Insurance for Works – Joint Insured	12.2	[Beneficiary] OR [Other third party] OR [Not applicable]
Insurance against Injury to Persons and Property:	12.3	[Limit of Indemnity]
(i) Amount		
(ii) Joint Insured		[Beneficiary] OR [Other third party] OR [Not applicable]

Performance /Defect Liability Guarantee

(Unconditional Bank Guarantee)

To: *[name and address of Employer]*

Whereas *[name and address of Contractor]* (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Works]* (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of Guarantee] [amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date **28 days** from the date of issue of the Certificate of Substantial Completion.

No change on content or validity of this Bank Guarantee shall be undertaken by the bank without UNICEF permission.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

جانب وزارة التربية والتعليم العالي – المديرية العامة للتربية

الموضوع: إقرار صادر عن مالك/مالكي العقار ذي الرقم ----- في منطقة -----
العقارية، وتصريح بشأن أعمال صيانة أو ترميم أو تأهيل البناء القائم عليه.

إن الموقع/ الموقعين الوارد اسمه/الواردة أسماؤهم أدناه بصفته/بصفتهم مالكا/مالكين للعقار المحدد رقمه في الموضوع أعلاه، الذي تشغل وزارة التربية والتعليم العالي كمستأجرة البناء القائم عليه لصالح مدرسة/ثانوية ----- إعتباراً من تاريخ/...../..... (حين بدأ الإيجار لأول مرة).

وفي ضوء رغبة الوزارة المذكورة أعلاه القيام بأعمال صيانة أو ترميم أو تأهيل في العقار، و في البناء المشار اليه، يقرّ/ يقرّون، ويصرّح/يصرّحون بما يلي:

أولاً: أنه/أنّ كلاً منهم إستلم نسخة عن الكشف بأعمال الصيانة والترميم المراد اجراؤها في المبنى الذي يملكه/ يملك أسهماً فيه.

ثانياً: أنه/أنّ كلاً منهم يعتبر طائعاً مختاراً أن أياً من الأعمال المحددة في الكشف آنف الذكر لا يشكل إساءة إستعمال للمأجور، وأنه يجيز بالتالي للمستأجر القيام بهذه الأعمال، وبواسطة من يراه مناسباً.

ثالثاً: أنه/أنّ كلاً منهم لن يتحمل أي مساهمة مالية نتيجة مجمل الأعمال المحددة بموجب الكشف المسلم إليه، وبالمقابل فإنه يقر بأن التحسين الناشئ في المبنى عن تنفيذ هذه الأشغال والأعمال والتصليلات غير محتسب لصالحه بمعنى أنه يقرّ بعدم المطالبة بأي زيادة في بدلات الإيجار الناتجة عن التحسين الذي طال البناء.

التاريخ:

التوقيع	الاسم

ANNEX C: TECHNICAL PROPOSAL FORMS

The following Annexes and information there within are considered an integral part of this submission and must be provided for the Proposal to be considered. The information should be provided according to the sample format.

FORM 3: TECHNICAL PROPOSAL SUBMISSION

This PROPOSAL FORM must be completed, signed and returned to UNICEF. Proposal must be made in accordance with the instructions contained in this Request for Proposal.

INFORMATION

Any request for information concerning this invitation, must be forwarded in writing by email or by fax, to the person who prepared this document, with specific reference to the RFP number.

DECLARATION

The undersigned, having read the Terms of Reference, the UNICEF Contract for Construction Works, the UNICEF General Terms and Conditions, and RFP# [LRPS-2017-.....] set out in the attached document, hereby offers to supply the services specified in Terms of Reference at the price or prices quoted in the Schedule of Prices, in accordance with the specifications stated and subject to the Terms and Conditions set out or specified in the RFP# [LRPS-2017-.....]

Name of authorized representative: _____

Title: _____

Signature: _____

Date: _____

Supplier Name: _____

Postal Address: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Validity of Offer (not less than 90 days): _____

Currency of Offer: _____

FORM 4: TECHNICAL PROPOSAL LETTER

Date: _____

To: Chief/ OIC SUPPLY & PROCUREMENT SECTION
UNICEF Lebanon

Dear Madam/Sir,

We, the undersigned, offer to provide **[Rehabilitation of X of public schools as specified in Terms of Reference]** in accordance with your Request for Proposal (RFP#_) dated **[e.g., dd, M, year]** and our Proposal dated **[-----]**. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Construction Company

Address:

FORM 5: POTENTIAL BIDDER GENERAL INFORMATION

Potential Bidder General Information		
Description	Information	Remarks
	(to be filled by the Potential Bidder)	
Registration number		
Grade		
Specialty		
Expiry Date		
Legal Status		Provide certified copies of Registration
Written power of attorney of the signatory to the Bid	<i>Provide original or certified copy of the power of attorney attested by a Notary</i>	
VAT Registration Nr.		

FORM 6: POTENTIAL BIDDER'S CONTACT DETAILS

Name and Title of Contact Person:	_____
Address of Contact Person:	_____
Telephone/Cell number of Contact Person:	_____
Email of Contact Person:	_____

FORM 7: STAFF QUALIFICATION AND EXPERIENCE

Qualifications and experience of key management and technical personnel proposed for this Project. Signed CVs (Max. two (2) pages) of all proposed key staff must accompany the submission, and it should be noted that substitution of staff during Project implementation shall be subject to the approval of UNICEF. (Key Personnel of all sub-Contractors must also be listed along with the name of the sub-Contracting Companies). A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer.

Construction Management Staff		
A. Key Professionals		
Name	Position	Task
B. Support Staff		
Name	Position	Task

FORM 8: LIST OF MACHINE AND EQUIPMENT

No	List of machine and Equipment	Quantity	Remark (rent, own, year of production, condition)
1			
2			
3			
4			
5			
7			
8			
9			

FORM 9: WORKS IN HAND & THEIR FINANCIAL VALUE

1. Bidders to provide pictures before and during construction.
2. Reference letters/ supporting documents are essential to be provided along with this table.

Works in Hand				
Employer name & contact details	Description of Works/Services	Start date	End date	Amount \$
Total:				

FORM 10: WORKS COMPLETED & THEIR FINANCIAL VALUE

1. Bidders to provide pictures before and after construction,
2. Reference letters/ supporting documents are essential to be provided along with this table.

Works Completed				
Employer name & contact details	Description of Works/Services	Start date	End date	Amount \$
Total:				

FORM 11: LITIGATIONS

Information on any current litigation in which the Firm(s) is involved.

Other Party(ies)	Cause of Dispute	Amount Involved